



# BUREAU OF CANNABIS CONTROL

CALIFORNIA

## BUREAU OF CANNABIS CONTROL ANTICIPATED ANNUAL (NONTEMPORARY) LICENSE APPLICATION REQUIREMENTS

### Business Information

- ☐ Name, DBA, and all fictitious business names operating under
- ☐ Contact information (phone number, mailing address, email address, designated primary contact person, designated agent for service of process)
- ☐ Business organizational structure and formation documents
- ☐ Financial information (bank accounts, loans, investments, gifts)
- ☐ Seller's permit number
- ☐ Labor peace agreement (for applicants with 20 or more employees)
- ☐ Operating procedures for transportation, inventory, nonlaboratory quality control, and security (microbusinesses also need operating procedures for cultivation and manufacturing in compliance with regulations governing those activities, and testing laboratories also need sampling standards, chain of custody protocol, testing methods, and laboratory quality assurance and quality control)

- ☐ ISO/IEC 17025 accreditation (applies to testing laboratories)

### Individual Owner Information

- ☐ Identifying information (name, title, date, and place of birth; Social Security number or individual taxpayer identification number; mailing address; phone number; email address; current employer)
- ☐ Percentage of ownership
- ☐ Government-issued identification
- ☐ Fingerprints
- ☐ Criminal history and evidence of rehabilitation where applicable

### Premises Information

- ☐ Physical address
- ☐ Verification that the premises is not located within a 600-foot radius of a school (grades K–12, day care, youth center)
- ☐ Premises diagram
- ☐ Evidence of the legal right to occupy the premises



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### Bond and Insurance Information

- ☐ Bond in the amount of \$5,000 payable to the state of California (applies to all licensees)
- ☐ Commercial general liability insurance in the aggregate no less than \$2 million and no less than \$1 million for each loss (applies to distributors and microbusinesses that engage in distribution)

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### STATE AGENCY RESOURCES

**Department of Public Health,  
Manufactured Cannabis Safety Branch,**  
for information on manufacturing  
requirements ([www.cdph.ca.gov](http://www.cdph.ca.gov))

**Department of Food and Agriculture,  
CalCannabis Cultivation Licensing,** for  
information on cultivation requirements  
([www.cdffa.ca.gov](http://www.cdffa.ca.gov))

**Secretary of State** for information on  
forming a business ([www.sos.ca.gov](http://www.sos.ca.gov))

**Department of Tax and Fee  
Administration** for information on taxes  
and obtaining a seller's permit  
([www.cdtfa.ca.gov](http://www.cdtfa.ca.gov))

**Employment Development Department**  
for information on payroll taxes, hiring  
and training employees, state disability  
insurance, and unemployment  
([www.edd.ca.gov](http://www.edd.ca.gov))

**Department of Industrial Relations**  
for information on maintaining a safe  
workplace, workers' compensation  
requirements, and required workplace  
postings ([www.dir.ca.gov](http://www.dir.ca.gov))

**Department of Resources Recycling  
and Recovery (CalRecycle)** for  
information on waste management  
([www.calrecycle.ca.gov](http://www.calrecycle.ca.gov))

**Department of Insurance** for information  
on insurance ([www.insurance.ca.gov](http://www.insurance.ca.gov))



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